

PLANNING AND ZONING COMMISSION'S  
MUNICIPAL LAND USE PLAN COMMITTEE  
Meeting Date: December 8, 2009

MINUTES

PRESENT: Karen Buckley, Chairman  
Bob Appleby, Recreation Commission  
Don Bourdeau, Public Works Director/Fire Marshal  
Mary Ann Chinatti, Town Planner/ZEO/WEO  
Jim Fogarty, Selectman  
Gene Maiorano, Chief, Salem Vol. Fire Dept.  
Jim Savalle, Chief, Gardner Lake Vol. Fire Dept.

ABSENT: Hugh E. McKenney, Chairman, Planning and Zoning Commission  
Dan Kung, Chairman, Board of Education

GUEST: Sue Spang, Chairman, Recreation Commission

**CALL TO ORDER**

Chairman Buckley called the meeting to order at 7:00 pm.

**NEW BUSINESS**

*Future Planning: Recreation Commission*

Sue Spang and the MLUPC members discussed the activities and plans of the Recreation Commission with regard to municipally-owned property. There are two recreation fields allocated to Recreation—those on Round Hill Road behind the Town Offices and the Forsyth Road side of the Gadbois Parcel.

The fields on Round Hill Road are maxed out--that is, fully developed with no room to add anything new. They are used for soccer, baseball, softball, and most recently, tennis. There is not enough parking there. The Commission would like to add two new press boxes. The concession stand doesn't have enough storage and the water tastes bad.

The Rec Commission is proposing a ten-year plan for development of the Forsyth Road side of the Gadbois Parcel. In addition to the soccer fields that are already there, it includes adding a concession stand, volleyball, horseshoes, a pavilion 20' x 40' in size, more parking, and a storage area with bathrooms. Also, the Route 82 side is sometimes used by a local rocket club.

The Rec Commission is also developing, in phases, an all-purpose trail between Music Vale Road and Round Hill Road.

There are men's basketball and volleyball groups that play in the school gym, but they are frequently "bumped" when school activities are scheduled in that space. It is seen as appropriate, though frustrating, that school activities have the priority use of that space.

Seniors in Salem are very active and would like to have a Senior Center, as do other towns, including some smaller than Salem. They meet Tuesdays, 12 noon to 4 pm in the Salem Volunteer Fire House. They enjoy games, cards, and electronic games on the Wii. Like other groups, they don't have enough storage space.

During the discussion the following issues/opportunities were highlighted:

- People using the fields on Round Hill Road are encouraged to park at the Town Offices, but that fact is not well-known. Signage would help. Also, the walk between the Town Offices and the field is hilly and it would be a good idea to build some steps there. However, the school buses which park at the Town Office are in the way.
- It is convenient for the school buses to park at the Town Offices because of their proximity to the gas pumps, but they consume space that is sometimes needed for other things.
- The land on which one of the Town garages sits overlaps slightly onto an area designated for Recreation.
- We need to do more for the Seniors.
- To date, our Town's Public Works Department has handled the maintenance of the recreation fields that we have created. As we think of adding new programs we must take care to balance the benefit of the additions with the cost of maintenance.
- Question/Idea: If we built a large pavilion on the Route 82 side of the Gadbois parcel, could we run summer recreation programs out of that site?
- We need a lot more STORAGE.

## **OLD BUSINESS**

### *Physical Assessment: Progress Report*

Don Bourdeau made his report on this major section of our project plan. With a few exceptions that need follow-up, this action item is complete.

Don presented a building-by-building assessment of Town Buildings. In each case he had completed a one-page form, the content of which had been decided in advance. It included assessments of the roof, heat/air-conditioning systems, electrical system, and parking lot. In some cases other issues were highlighted. Jim Fogarty commented that in retrospect it would have been good to include water and septic systems in this report, but Don felt that assessing the septic systems properly would have been prohibitively expensive. Nevertheless, we will attempt to identify any serious problems and include them in our final report.

In general the findings were that our buildings—that is our infrastructure—are in good shape, as they are maintained on a regular basis. In the case of some of the older buildings, their systems were considered sound for the foreseeable future as long as their use continued at current levels, but not if their use were to drastically increase.

Chairman Buckley will consolidate the one-page assessments into a grid which will become part of the MLUPC's final report. She, Mr. Bourdeau, and Ms. Chinatti will work on filling in those few

items that needed follow-up. The Chairman will share the grid with the MLUPC members and ask for correction/suggestions.

The following items were highlighted:

- One of the garages was missing from the list. Mr. Bourdeau will add it.
- On the Assessor's printout for the new Library, square footage appeared to be inflated by the assumption that the Library has a basement, which it does not. Mr. Fogarty will follow up to make sure that the Town is not paying for insurance based on the inflated number, and to have the correct number applied to the Assessor's records.
- Reviewing the Assessor's printouts for the various Town Properties revealed some confusion about how the property lines were drawn in relation to the various buildings. Ms. Chinatti will look at this situation and try to define the problem further.
- As we consider the use of these Town properties, we must take care to observe any restrictions on their use. In many cases land was designated for recreation/open space, and cannot be used otherwise. If the Town wished to use the properties differently, it would need to take actions that would change those designations. Ms. Chinatti will brief us on this at one of our January meetings.

*Functional Usefulness Assessment: Progress Report*  
*Project Plan: Assess Progress*

Chairman Buckley combined these two items in her report.

Physical Assessments are complete pending followups.

Regarding Functional Usefulness Assessments, the Chairman and Ms. Chinatti met with First Selectman Lyden to set the stage for the interviews the Chairman will be conducting. Interviews will be conducted in December and January. The Chairman will document each interview and forward the write-up to the MLUPC members.

We are on target to complete all data-gathering by the end of January, but our next step, development of the Plan is largely undefined. We all need to be thinking about that.

### **Next Steps**

Mr. Bourdeau will add the missing garage to the report and add comments about water and sewage to some of the properties.

The Chairman will transfer the one-page assessments to a grid format and send to the members for review.

The Chairman will schedule interviews and begin conducting them.

Ms. Chinatti will review maps of our municipal properties with an eye toward clarifying the property lines.

Ms. Chinatti will prepare the information to brief us on usage restrictions of Town-owned properties.

### **Approval of Minutes**

**M/S/C (Maiorano/Chinatti)** to approve the minutes of the meeting of 11/30/09 with the following amendments:

Page 1 in the sentence immediately after sub-heading *Future Planning: Board of Education* omit the words "Board of Education" before "Town Building Committee" and then substitute "Salem School" for "BOE". Carried unanimously.

### **Adjournment**

**M/S/C (Fogarty/Maiorano)** to adjourn the meeting at 9:23pm. Carried unanimously.

Respectfully submitted,  
Karen Buckley, Chairman, Municipal Land Use Plan Committee